

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: 47</p>	<p>Approval Date: December 1987</p> <p>Last Revision: April 2014 [anticipated]</p>
<p>Responsible Executive: Vice President, Academic and Provost (UBC Vancouver) Deputy Vice Chancellor (UBC Okanagan)</p>		
<p>Title: Chairs, Professorships and Distinguished Scholar Honorifics</p>		
<p>Background & Purposes:</p> <p>The purpose of this Policy is to support the goal of UBC in encouraging the creation of prestigious chairs, professorships and distinguished scholar honorifics funded by endowments or other funds and to establish the academic, financial and accountability criteria for these Honorifics.</p> <p>Honorifics are conferred by UBC upon faculty members to reward excellence in research and teaching. Conferral of an Honorific is normally accompanied by financial resources for research and teaching support and honoraria, and in some cases the funds may be used for salary and benefits. Holders of Honorifics provide regular reports to UBC on their activities, and UBC shares the impact of Honorifics with the donors who have enabled the establishment of Honorifics and with the broader community.</p>		
<p>Related Policies:</p> <p>Policy 113, Endowment Management Policy 114, Donations Policy 124, Naming</p>		

1. Scope

1.1. This Policy applies in respect of the recognition of outstanding faculty members as:

- (a) Chair holders,
- (b) Professorship holders, and
- (c) Distinguished Scholars

(collectively, the “**Honorifics**”);

except that it does not apply to University Killam Professors (as defined by UBC Policy #57) or government funded research chair programs such as the Canada Research Chair program or the Tri-Council research programs. The distinction among the types of Honorifics is based primarily on the eligibility criteria and extent of funding.

- 1.2. This Policy does not apply to any arrangements already in existence at the date the Policy is adopted, or to arrangements that may be made pursuant to discussions with donors that had already commenced at the date this Policy is adopted, even if such arrangements do not conform to the Policy.

Academic Components:

2. Naming Convention

- 2.1. Honorifics may be named as requested by a donor who has contributed the majority of the funds to establish the Honorific; and will normally include “UBC” and the field of interest in the name. For example, the “Taylor Wong UBC Chair in Music”.

3. Establishment

- 3.1. Honorifics are conferred by UBC on faculty members, referred to as holders (“**Holders**”), to recognize academic excellence.
- 3.2. The establishment of a Chair requires the approval of the relevant Senate and Board of Governors.
- 3.3. The establishment of Professorship and Distinguished Scholar Honorifics requires the approval of the Dean of the Faculty where the Holder of the Honorific holds his or her primary appointment as a faculty member (the “**Dean**”) and the relevant Responsible Executive (Responsible Executive is defined in the Procedures to this Policy).

4. Conferral of Recognition on Holder of Honorific

- 4.1. To be recognized with an Honorific, an individual must hold a Faculty appointment at UBC and meet the eligibility requirements set out in this Policy.
- 4.2. Honorifics are separate and distinct from a Faculty appointment, will be conferred based on merit, and will not be tied to the appointment of a particular individual. For greater clarity, an Honorific may be tied to a position, such as a Dean or Head of a Department within a Faculty. In that case, the terms of the appointment of the Dean or the Head govern the conferral of the Honorific.
- 4.3. The decision to recognize a faculty member with an Honorific will be made by the relevant Responsible Executive on the recommendation of the Dean.

5. Eligibility Requirements

- 5.1. A Chair provides for recognition of an established academic and leader who has attained eminence in his or her field of endeavour. A Chair is available to a faculty member who has the rank of professor or professor of teaching.
- 5.2. A Professorship provides for recognition of an academic who has attained, or has the potential to attain, eminence in his or her field of endeavour. A Professorship is available to faculty members of all ranks.
- 5.3. A Distinguished Scholar provides for recognition of an academic who has achieved distinction in his or her field of endeavour. A Distinguished Scholar is available to faculty members of all ranks.

Accountability Components:

6. Assessment and Accountability

- 6.1. As an Honorific provides recognition for Holders, a Holder is accountable to UBC; and UBC is accountable to the community and to its donors whose gifts enable the establishment and continuation of Honorifics.
- 6.2. Holders are required to establish objectives and prepare reports as set out in the Procedures. The reports assist UBC in assessing the effectiveness of the additional resources provided by funding for Honorifics in achieving an added measure of excellence in teaching and research at UBC. The reports also assist UBC to account to donors and the broader community about the effectiveness and accomplishments of Honorifics.

Financial Components:

7. Funds

- 7.1. Where a faculty member is recognized with an Honorific, he or she is normally provided with access to financial resources which are intended to promote and enhance the Holder's academic activities including his or her research, teaching and educational leadership capabilities. Funds are to be used as set out in the Procedures to this Policy.

PROCEDURES

Approved: December 1987

Revised: April 2014 [anticipated]

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors". Note: The most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.

1. Administration

- 1.1 The responsibility for the administration of this Policy and these Procedures lies with the Vice-President Academic and Provost (Vancouver) in relation to Honorifics at UBC's Vancouver campus, and the Deputy Vice Chancellor (UBC Okanagan) in relation to Honorifics at UBC's Okanagan campus (the "**Responsible Executive**").

Academic Components:

2. Honorific Periods ("Period(s)")

- 2.1 Chairs and Professorships are conferred on Holders for a five-year Period and may be extended by up to one (1) year upon the written approval of the Dean.
- 2.2 A Distinguished Scholar Honorific is normally conferred on a Holder for a minimum of a three (3) year Period and may be extended upon written approval of the Dean to a maximum of five (5) years.
- 2.3 The written terms of an Honorific may provide a maximum number of Periods. For example, an Honorific tied to a Headship is normally limited to two Periods.

Accountability Components:

3. Assessment and Accountability

- 3.1 At the beginning of the Period, the Holder must establish specific objectives related to the Honorific as approved by the Dean and in accordance with any written terms of the Honorific.
- 3.2 The Holder will provide to his or her Department Head or the Dean an annual report of his or her activities related to the Honorific, and if appropriate, an annual report in language suitable for donors. The annual report at the end of the Holder's final Period will be a comprehensive report encompassing the achievements of the Holder related to the Honorific.
- 3.3 If funding is available and a maximum Period has not been reached, the Holder will provide to his or her Department Head or the Dean a comprehensive report in the penultimate year of the Period. The Holder's comprehensive report will be reviewed by the Head, if relevant, and used to make a recommendation to the Dean for renewal for a subsequent Period. The Dean will make a recommendation to the relevant Responsible Executive, who will confirm renewal of the Honorific on the Holder.
- 3.4 A Dean may prescribe the form of the reports required.
- 3.5 Where a Holder meets the objectives of the Honorific, it is expected that the Responsible Executive will normally confer renewal for a further Period.

- 3.6 If at any time during the Period the Holder does not meet the objectives of the Honorific, the Dean, in consultation with the Department Head, may make a recommendation to the Responsible Executive to remove the Honorific from the Holder. The Responsible Executive will make a final decision.

Financial Components:

4. Funding

- 4.1 Honorifics may be funded by UBC endowment or fixed term funding.
- 4.2 The funding required to establish an Honorific may differ depending on the Faculty, and the amount required will be commensurate with the goal of enhancing the capacity of an Honorific to undertake research, teaching and educational leadership activities. The Responsible Executive will create guidelines establishing the minimum amounts required by Faculties, and will periodically adjust the amounts required.
- 4.3 Funding for fixed term funded Chairs and Professorships is recommended to be for at least 10 years, and at a minimum must be for at least five (5) years. Funding for Distinguished Scholars is recommended to be for at least three (3) years.
- 4.4 Honorifics dissolve upon termination of their funding source.

5. Use of Funds

- 5.1 An account shall be created to hold the annual amount available for spending for the purposes of the Honorific (the “**Annual Allocation**”). The Annual Allocation shall be used pursuant to the mutual agreement between the Holder and the Department Head or the Dean and will normally be used to support research, teaching and educational leadership activities.
- 5.2 The Annual Allocation may be used for honoraria, salary and benefits for UBC employees, including but not limited to Holders, subject to the following provisions:
- (a) Unless previously approved by the Vice-President, Academic and Provost, UBC employees may not receive honoraria from all sources in excess of 1/6 of their salary in accordance with UBC’s Research Policy, Policy 87.
 - (b) Before an Honorific can be conferred on a Holder where the Faculty intends to use all or a portion of the Annual Allocation to support salary or benefits of any UBC employee, the Department Head must create a Financial Sustainability Plan and obtain the approval of the Dean and the relevant Responsible Executive.
 - (c) “**Financial Sustainability Plan**” means a plan identifying resources that will support the salary and benefits of any UBC employee during the Period of the Honorific and on an ongoing basis or until the end of his or her appointment. A Financial Sustainability Plan must:
 - i. Ensure that funding is sufficient for the Period of the Honorific by providing for salary increases during the Period; and
 - ii. Identify the manner in which the salary and benefits of any relevant UBC employee will be paid if and when the potential Holder ceases to be a Holder.

- (d) The Responsible Executive requires the following steps to be undertaken by the Faculty before it will approve a Financial Sustainability Plan:
 - i. Prior to advertising the existence of an Honorific or conferring an Honorific on a Holder, the academic unit is required to identify the resources associated with the potential Holder (e.g. financial, space, rank) and to provide appropriate letters guaranteeing financial or other resource commitments to the Dean; and
 - ii. Following approval from the Dean, the request to hire and/or confer the Honorific shall be forwarded to the relevant Responsible Executive for final approval, prior to the Dean granting permission to proceed.

Faculty of Medicine:

6. Additional Considerations Regarding Use of Funds

- 6.1 In addition to the above Procedures, the following Procedure applies to the Faculty of Medicine. In the Faculty of Medicine, the Annual Allocation may also be used to Buy Out Clinical Time.
 - (a) **“Buy Out Clinical Time”** means that the Annual Allocation is used to decrease clinical responsibilities in order to increase protected time for research and other academic activities. This is not considered to be salary support.